

Request for Applications (RFA)

RFA No. RM0 SCP 030916



Government of the District of Columbia

Department of Behavioral Health (DBH)

RFA Title: District-Wide Synar Compliance Program

RFA Second Release Date: Wednesday, March 9, 2016

Application Submission Deadline: Friday, March 18, 2016 4:45 p.m. ET

Specific RFA Provisions

The following terms and conditions are applicable to this and all Requests for Applications (RFA) issued by the District of Columbia Department of Behavioral Health (DBH):

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DBH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DBH shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB 2 CFR Part 200, 2 CFR 180; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at www.opgs.dc.gov (City-Wide Grants Manual and Sourcebook).

✓	Checklist for RFA Application
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.B.1. of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section VIII.B.2.: A, B, C, and D must not exceed 20 pages. Note: Attachments and appendices do not count toward the page limit.
	Work Plan template (Attachment F) is complete. Budget and Budget Narrative Justification (Attachment G) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed.
	Appendix 1: Applicant Profile, Certifications and Assurances listed in Attachments A, B, C, D and E are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of non-profit corporation status, if applicable.
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Appendix 8: Proposed organizational chart, job descriptions and resumes for Synar Compliance Program.
	Appendix 9: Proposed Parental Release Form for youth participating in the Synar Compliance Program.
	Appendix 10: Signed letter stating that the applicant will market the entity as The Synar Compliance Program and not the parent agency by using the Department of Behavioral Health logo.
	Appendix 11: Annual report or other documentation of a history of supporting the Synar Compliance Program.
	Appendix 12: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Monday, March 14, 2016).
	Appendix 13: Current Certificate of Clean Hands from the Office of Tax and Revenue.
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, project name, using the DBH Receipt Form (Attachment I).
	Applicant submitted the required four (4) copies of the proposal. Of the four (4) copies, one (1) copy was stamped "original."

The application must be submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of March 18, 2016, to DBH, c/o Renee Evans, 64 New York Avenue NE, 2nd Floor, Washington, DC 20002, (202) 673-3536. **Applications accepted at or after 4:46 p.m. ET on March 18, 2016 may not be forwarded to the Review Panel for funding consideration**

Table of Contents

Section I.	Authority for the Grant	7
Section II:	Summary and Purpose of Grant	7
Section III:	Background	7
Section IV:	Eligibility Requirements	8
	A. Organizations	8
	B. Administrative Criteria	8
	C. Insurance	9
	D. Compliance with Tax Obligations	10
Section V:	Amount of Total Funding and Grant Awards	10
Section VI:	Scope of Work	10
	A. Core Functions of Synar Compliance Program	10
	B. Youth/Young Adult Identification	11
	C. Annual Synar Compliance Program Work Plan	11
	D. Synar Compliance Program Training	11
	E. Fidelity to Synar Compliance Protocol	11
Section VII:	Payments to Grantee	12
Section VIII:	Application Information and Requirements	12
	A. Application Delivery	12
	B. Application Requirements	13
	1. Proposal Format and Content	13
	2. Program Narrative	14
	A. Administrative	14
	B. Proposed Work Plan	15
	C. Fiscal and Financial Management	15
	D. Program Reporting	16
	E. Budget and Budget Narrative	16
Section IX:	Evaluation Process	16
Section X:	Scoring of Applications	16
	Criterion A Administrative	16
	Criterion B Proposed Work Plan	17
	Criterion C Fiscal and Financial Management	18
	Criterion D Program Reporting	18
	Criterion E Budget and Budget Narrative	18

Section XI: Selection Process	19
Section XII: Audits and Disallowances	19
Section XIII: Attachments to the RFA	19
Attachment A Applicant Profile	21
Attachment B DBH Statement of Certification	22
Attachment C Federal Assurances	24
Attachment D Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibilities Matters, and Requirements for a Drug Free Workplace	27
Attachment E Certification of Applicant	30
Attachment F Work Plan Template	31
Attachment G Budget and Budget Narrative Justification	32
Attachment H Code of Federal Regulations, re: Indirect Costs	33
Attachment I DBH Receipt	34

Appendices

- Appendix 1: Applicant Profile, Certifications and Assurances listed in Attachments A, B, C, D and E are signed.
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of non-profit corporation status, if applicable
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
- Appendix 8: Proposed organizational chart, job descriptions and resumes for Synar Compliance Program.
- Appendix 9: Proposed Parental Release Form for youth participating in the Synar Compliance Program.
- Appendix 10: Signed letter stating that the applicant will market the entity as The Synar Compliance Program and not the parent agency by using the Department of Behavioral Health logo.
- Appendix 11: Annual report or other documentation of a history of supporting the Synar Compliance Program.
- Appendix 12: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Monday, March 14, 2016).
- Appendix 13: Current Certificate of Clean Hands from the Office of Tax and Revenue

**District of Columbia Department of Behavioral Health (DBH)
Request for Applications (RFA)**

RFA Title: District-Wide Synar Compliance Program

RFA No. RM0 SCP 030916

Section I: AUTHORITY FOR THE GRANT

The Department of Behavioral Health was established, effective October 1, 2013, by the Department of Behavioral Health Establishment Act, D.C. Law 20-0061, D.C. Official Code § 7-1141.01, *et seq*, and is the successor-in-interest to the Department of Mental Health, established by the Mental Health Establishment Amendment Act of 2001, effective December 18, 2001 and the Department of Health Addiction Prevention and Recovery Administration, established in the Department of Health by Reorganization Plan No. 4 of 1996, effective July 17, 1996. DBH is responsible, *inter alia*, for developing and monitoring comprehensive and integrated behavioral health systems of care for adults and for children, youth and their families, and serves as the state mental health authority and as the single state agency for substance abuse services. The Director of DBH has the authority to make grants pursuant to D.C. Official Code § 7-1141.06(7) and has implemented this authority by rulemaking in Title 22A D.C. Municipal Regulation, Chapter 44.

Section II: SUMMARY AND PURPOSE OF GRANT

The Government of the District of Columbia Department of Behavioral Health (DBH) is soliciting applications for the coordination and implementation of the Synar Compliance Program (youth and young adult component) throughout the District of Columbia. In July 1992, Congress enacted the Alcohol, Drug Abuse, and Mental Health Administration Reorganization Act (Public Law 102-321), which includes an amendment (section 1926) aimed at decreasing youth access to tobacco. This amendment requires states (District of Columbia, Puerto Rico, the U.S. Virgin Islands, and six Pacific jurisdictions) to enact and enforce laws prohibiting the sale or distribution of tobacco products to individuals under the age of 18. The goal of this project is to assist the DBH in ensuring compliance of Public Law 102-321 through an entity capable of recruiting, selecting, training, and managing qualified youth for compliance checks with tobacco licensees, as well as completing the required paperwork. The successful sub-grantee will be expected to highlight their experience relative to the coordination of this project. The grant award is intended to be funded and program implementation to begin on April 1, 2016.

Section III: BACKGROUND

In July 1992, Congress enacted the Alcohol, Drug Abuse, and Mental Health Administration Reorganization Act (Public Law 102-321). This legislation, which was reauthorized under the Children's Health Act of 2000, includes the Synar Compliance Program Amendment (section 1926) aimed at reducing access to tobacco products among individuals under age eighteen (18). The Amendment requires States and Territories to enact and enforce laws prohibiting any

manufacturer, retailer, or distributor from selling or distributing tobacco products to individuals under the age of eighteen (18).

The DBH is the federal designated Single State Authority (SSA) for delivery of substance use prevention and treatment, and mental health services to the citizens and visitors of the District of Columbia. As the SSA, DBH is the recipient of a federal Department of Health and Human Services (DHHS), Substance Abuse Prevention and Treatment Block Grant (SAPT BG) from the Substance Abuse and Mental Health Services Administration (SAMHSA). SAMHSA mandates that in order for states to receive the SAPT BG award, they must comply with the Synar Compliance Program Amendment (July 1992) which requires all states, to include the District of Columbia to enact - and enforce laws prohibiting the sale or distribution of tobacco products to individuals under the age of eighteen (18). In January 1996, SAMHSA issued the Synar Compliance Program regulation to provide guidance to the states which required the coordination of a Synar Compliance Program Inspection of Tobacco Retailers.

DBH takes the lead on coordinating the Synar Compliance Program for the District and is responsible for drafting and maintaining grant documents and Memoranda of Understanding (MOU); working with an evaluation partner to manage the list of tobacco licensees and create the annual sample size of retailers to be visited; and complete and submit the annual Synar Compliance Program report to SAMHSA. The Metropolitan Police Department (MPD) will serve as the law enforcement entity that will administer sanctions for vendors who are in violation and sell tobacco products to youth. The sub-grantee will be required to work with both DBH and MPD in the administration of this grant.

Section IV: ELIGIBILITY REQUIREMENTS

A. The organization must:

1. Meet the requirements of either a qualified non-profit with 501(c)3 status or a for-profit community-based organization and/or collaborative based in the District of Columbia; and be currently licensed through the Department of Consumer and Regulatory Affairs;
2. Have successfully managed the Synar Compliance Program, Youth Component for a Single State Authority within the past five (5) years, or have experience managing a program similar in method to the Synar program;
3. Have past experience addressing community and public health, substance abuse and behavioral health federal compliance issues; and
4. Document capacity in the form of a plan which utilizes evidence-based practices to implement a Synar protocol for 300-500 compliance checks to reduce underage tobacco sales to youth, in all eight (8) wards in the District of Columbia.

B. Administrative Criteria

To be considered for review and funding, applications must meet *all* of the administrative criteria listed below. ***Failure to meet any one of the following criteria may result in rejection of the application.***

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.B.1 of the RFA.
2. See Section VIII.B.1.f. for a list of appendices.
3. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. Narrative for Section VIII.B.2: Program Narrative **must not exceed 20 pages**. Note: Attachments and appendices do not count toward the page limit.
5. The Work Plan template, Attachment F is complete.
6. The Budget and Budget Narrative are complete and comply with the Budget form listed as Attachment G of the RFA. The line item budget narrative describes the categories of items proposed.
7. The Applicant Profile, Attachment A and Certifications and Assurances listed in Attachments B, C, D and E are signed.
8. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, project name, using the DBH Receipt (Attachment I). **Unsealed and unidentified applications will not be accepted.**
9. The applicant submits the required four (4) copies of their proposal. Of the four (4) copies, one (1) copy must be stamped "original."
10. The application is submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of Friday, March 18, 2016 to DBH c/o Renee Evans, 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002.

C. Insurance

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as follows:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000).
2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at

least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.

4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
5. All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, WDC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

D. Compliance with Tax Obligations

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

Section V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS

Approximately sixty-thousand dollars (\$60,000) is available to fund one (1) grant award. The grant will be awarded by DBH utilizing funds provided by the United States DHHS, SAMHSA through the SAPT BG. No mini-grants or sub-grants are permitted for any entity awarded funding.

Total funds available for this grant opportunity shall not exceed one (1) grant award in an amount not to exceed sixty-thousand (\$60,000). The grant award is contingent upon available funding.

The grant award will be made for a period of one (1) year from the date of award. The grant may be continued for up to four (4) additional years based on documented project success and availability of funding for a total of five (5) years. The grant recipient will be expected to begin activities by April 1, 2016.

Section VI: SCOPE OF WORK

Each applicant proposing to manage the youth and young adult component of the Synar Compliance Program shall serve all eight (8) wards and neighborhoods within the District of Columbia. An average of 300-500 Synar program compliance checks involving eligible youth shall be conducted this fiscal year.

A. Core Functions of Synar Compliance Program

Applicants are expected to address and provide evidence supporting their experience in providing the following capacity building core functions in ways that address the priorities of the Synar

Compliance Program. This includes, but is not limited to, developing procedures and guidelines for recruiting, training, and managing eligible youth to support Synar compliance checks that align with federal requirements. The functions include securing parental and/or caregiver consent for youth, maintaining records in accordance with DBH grant standards and ensuring the safety of the qualified youth. In addition, successful applicants will provide evidence in the program narrative of their strengths, knowledge, and experiences in each of the following core areas:

B. Youth/Young Adults Identification

The sub-grantee will have lead responsibilities for recruiting, selecting, training, and managing qualified youth between the ages of sixteen (16) and seventeen (17) for compliance checks with tobacco licensees. This involves completing required paperwork such as selection and training of youth and parental/caregiver consent forms. The sub-grantee shall recruit, select, and train a minimum of twelve (12) and maximum of sixteen (16) youth to conduct the compliance checks. The sub-grantee shall also recruit, select, and train a minimum of four (4) and maximum of six (6) young adults (eligible interns) between the ages of eighteen (18) and twenty-five (25) to supervise the youth while conducting compliance checks. The sub-grantee must also ensure that there is an equal gender distribution among youth and young adults (i.e., 50% male and 50% female). The number of annual compliance checks average between 300 and 500.

C. Annual Synar Compliance Program Work Plan

The sub-grantee will provide recommendations to the DBH on the development of an annual Synar Compliance Program work plan with tasks and timelines. The final timelines may be altered due to unscheduled duties of the off-duty MPD. The timelines will consist primarily of creating weekly schedules for the teams of youth and interns who shall conduct the compliance checks with the law enforcement partner. The annual workplan must include maintaining Synar Compliance Program paperwork comprised of legal documentation, confidentiality for youth to include signed parental or caregiver permission, tracking of youth if needed for future court appearances, and payments.

D. Synar Compliance Program Training

The sub-grantee shall provide technical assistance and training for the youth and young adult component of the Synar Compliance Program:

1. Responsible for making annual updates to standard Synar Compliance Check Program Inspection Training Manual, approved by the DBH.
2. Responsible for providing annual mandatory trainings for the qualified youth/young adults, MPD officers, and the DBH Prevention staff.

E. Fidelity to Synar Compliance Program Protocol

The sub-grantee will be responsible for ensuring compliance with and fidelity to the Synar Compliance Program protocol which outlines the required steps and general responsibilities for youth/young adults that must be followed when conducting a compliance check. The sub-grantee must also ensure completion of the follow-up documentation. General responsibilities for youth are as follows:

1. The youth must show their valid identification card if the store employees makes a request for identification.
2. The youth must not misrepresent or falsify his/her actual age either verbally or by documents at any time during the compliance check operations.
3. The youth must not argue with, entice, or induce the store employee into selling tobacco products. If a store employee refuses to sell the tobacco product, the youth must immediately depart from the premises.
4. The youth must not have contact with the MPD undercover officer while in the store. The undercover officer will maintain visual contact to ensure the youth's safety and be close enough to overhear the conversation between the youth and the store employee. This assists the MPD undercover officer in documenting specifics, if the sale is completed.
5. The youth enters the store and attempts to purchase a tobacco product with a marked bill. If the store employee sells to the youth, the youth immediately leaves the premises. The youth then gives the tobacco product (evidence) to the DBH employee who remains in the unmarked van. The sub-grantee completes an Unannounced Inspection Report (UIR) for each inspection in the required format.

Section VII: PAYMENTS TO GRANTEE

Upon award, DBH shall provide funding to the sub-grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the sub-grantee will be divided into four (4) equal payments. The first payment will be an advance to assist in program start-up costs. Subsequent advance payments will be paid on a projected quarterly schedule with the submission of an expenditure report. The last payment will be cost reimbursable with the submission of an expenditure report. DBH reserves the right to withhold any payment if the sub-grantee is found in non-compliance with the DBH Notice of Grant Award and/or the Grant Agreement.

Section VIII: APPLICATION INFORMATION AND REQUIREMENTS

A. Application Delivery:

Applications are due Friday, March 18, 2016 no later than 4:45 p.m. ET to DBH, c/o Renee Evans, 64 New York Avenue, NE, 2nd Floor, Washington, DC 20002, (202) 673-3536. Applications will not be accepted by email or fax.

Applications received at or after Friday, March 18, 2016, 4:46 p.m. ET, may not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

B. Application Requirements

1. Proposal Format and Content:

- a. Applicant Profile (Attachment A)
- b. Table of Contents
- c. Narrative
 - 1. Administrative
 - 2. Proposed Work Plan
 - 3. Fiscal and Financial Management
 - 4. Program Reporting
- d. Work Plan Template (Attachment F)
- e. Budget and Budget Narrative Justification Form (Attachment G)
- f. Appendices

Appendix 1: Certifications and Assurances listed in Attachments A, B, C, D and E are signed

Appendix 2: Articles of Incorporation, if applicable

Appendix 3: Bylaws, if applicable

Appendix 4: IRS letter of non-profit corporation status, if applicable

Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.

Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.

Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable

Appendix 8: Proposed organizational chart, job descriptions and resumes for Synar Compliance Program

Appendix 9: Proposed Parental Release Form for youth participating in the Synar Compliance Program

Appendix 10: Signed letter stating that the applicant will market the entity as The Synar Compliance Program and not the parent agency by using the Department of Behavioral Health logo

Appendix 11: Annual report or other documentation of a history of supporting the Synar Compliance Program

Appendix 12: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Monday, March 14, 2016).

Appendix 13: Current Certificate of Clean Hands from the Office of Tax and Revenue

2. Program Narrative

The narrative section is limited to 20 pages that discuss the process the applicant shall use to meet all requirements and scope of work.

A. Administrative

1. Discuss the mission and compatibility between the organization and the Synar Compliance Program.
2. Discuss how the Synar Compliance Program is compatible with or will enhance the organization's overall mission, vision, and future plans.
3. Discuss the experience(s) the organization has in supporting the Synar Compliance Program for an SSA or a similar program in the past five (5) years and how this experience supports the organization in being "best" qualified to lead the Synar compliance effort.
4. Detail the process for fulfilling the requirement to identify and prepare youth who shall serve as youth and interns.
5. Explain the proposed approach to recruiting and selecting a minimum of twelve (12) and a maximum of sixteen (16) youth (between the ages of sixteen (16) and seventeen (17)), while controlling for a gender balance of 50% males and 50% females, who shall serve as youth conducting the unannounced compliance checks.
6. Explain the proposed approach to recruiting and selecting a minimum of four (4) and a maximum of six (6) young adults between the ages of eighteen (18) and twenty-five (25), while controlling for a gender balance of 50% males and 50% females, who shall serve as interns managing the youth conducting the unannounced compliance checks.

7. Provide a detailed plan for the initial training and ongoing management of the youth and young adults that have been recruited and selected for the Synar Compliance Program, to conduct unannounced compliance checks. In addition, describe how the safety of youth and young adults will be maintained before, during, and after inspections.

B. Proposed Work Plan

1. Explain the course of action that will be taken to make recommendations and/or work with DBH to develop an annual Synar Compliance Program work plan with tasks and timelines.
2. Taking into account the time needed to recruit, select, and train the youth and interns, detail the tasks and timelines that need to be met in order to ensure that compliance checks will begin during the month of June 2016.
3. As schedules can be impacted due to sudden shifts in the availability of the MPD officers or in youth and/or interns arriving daily, describe the measures that will be put in place to ensure that compliance checks take place as scheduled.
4. Outline how the ongoing training and technical assistance will be documented and facilitated for the Synar Compliance Program.
5. Describe how annual updates will be made to the standard Synar Compliance Program Inspection Training Manual, incorporating feedback from the DBH and the MPD, before submission for final approval.
6. Expound upon how ongoing training and technical assistance will be provided to youth and interns; to the MPD officers; and to the DBH Prevention staff and partners who are involved with the Synar Compliance Program.
7. Describe the Synar Compliance Program protocol that will be followed. This includes procedures, processes and steps to ensure that federal guidelines and requirements are followed to prevent any retail violations null and void.
8. Illustrate how fidelity for the Synar Compliance Program protocol will be followed.
9. Elaborate on the capacity to make certain that compliance check and follow-up documentation is completed and securely housed for tracking and calculation purposes at the conclusion of compliance checks for the fiscal year.

C. Fiscal and Financial Management

1. Describe how the organization will provide sound fiscal management for the project that covers personnel, fringe, direct and indirect costs. Include experience in managing other grant funds (e.g., previous Synar Compliance Program grants, federal

grants, local grants, etc.). Provide a summary of the fiscal and financial management systems currently in place that will support the Synar Compliance Program.

D. Program Reporting

1. Describe the applicant's approach to the annual Synar Compliance Program Work Plan. Sub-grantee shall submit a quarterly program report and data report, using the DBH approved format.

E. Budget and Budget Narrative

Applicants must provide a budget and budget narrative justification of the items included in the proposed budget. Attachment G contains the budget and budget narrative justification form. This form does not count towards the twenty (20) page limit.

1. Personnel and Fringe Benefits, up to 15% of the total budgeted cost.
2. Travel and Transportation for youth and interns (e.g., local mileage, Metrorail and bus)
3. Supplies (e.g., stationary, pens, paper, computers, desks, chairs and file cabinets)
4. Other Direct Costs, (i.e., stipends for youth and young adults (interns))
5. Indirect Costs – The components of indirect costs must be itemized. Indirect costs cannot exceed 10 percent of the total project budget.

Section IX: EVALUATION PROCESS

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund a Synar application rests solely with the DBH Director. The anticipated announcement date is no later than March 31, 2016.

Section X: SCORING OF APPLICATIONS

All applications for this RFA will be objectively reviewed and scored against the following key criteria.

Criterion A – Administrative (Total of 40 Points)

1. The applicant discussed the mission and compatibility between the organization and the Synar Compliance Program. (5 points)

2. The applicant discussed how the Synar Compliance Program was compatible with or will enhance the organization's overall mission, vision, and future plans. (5 points)
3. The applicant discussed why the organization is "best" qualified to lead the component of Synar compliance effort. (10 points)
4. The applicant detailed the process for fulfilling the requirement to identify and prepare youth who shall serve as youth and interns. (5 points)
5. The applicant explained the proposed approach to recruiting and selecting a minimum of twelve (12) and a maximum of sixteen (16) youth between the ages of sixteen (16) and seventeen (17), while controlling for a gender balance of 50% males and 50% females, who shall serve as youth conducting the unannounced compliance checks. (5 points)
6. The applicant explained the proposed approach to recruiting and selecting a minimum of four (4) and a maximum of six (6) young adults between the ages of eighteen (18) and twenty-five (25), while controlling for a gender balance of 50% males and 50% females, who shall serve as interns managing the youth conducting the unannounced compliance checks. The applicant also included how adherence will be given to the requirement that individuals must have prior involvement with Synar compliance checks within the past five (5) years. (5 points)
7. The applicant provided a detailed plan for the initial training and ongoing management of the youth and young adults that have been recruited and selected for the Synar Compliance Program to conduct unannounced compliance checks. In addition, described how the safety of youth and young adults will be maintained before, during, and after inspections. (5 points)

Criterion B – Proposed Work Plan (Total of 45 Points)

1. The applicant explained the course of action that will be taken to make recommendations and/or work with DBH to develop an annual Synar Compliance Program Work Plan with tasks and timelines. (5 points)
2. The applicant detailed the tasks and timelines that need to be met in order to ensure that compliance checks will begin during the month of June 2016. (5 points)
3. The applicant described the measures that will be put in place to ensure compliance checks take place as scheduled with youth, interns, and MPD officers. (5 points)
4. The applicant outlined how the ongoing training and technical assistance will be documented and facilitated for the Synar Compliance Program. (5 points)

5. The applicant described how annual updates will be made to the standard Synar Compliance Program Inspection Training Manual, incorporating feedback from DBH and MPD, before submission for final approval. (5 points)
6. The applicant expounded on how ongoing training and technical assistance will be provided to youth and interns; to the MPD officers; and to DBH Prevention staff and partners who are involved with the Synar Compliance program. (5 points)
7. The applicant detailed the process taken to ensure the Synar protocol for conducting compliance checks is strictly followed. (5 points)
8. The applicant described the Synar Compliance Program protocol that will be followed. This includes procedures, processes and steps to ensure federal guidelines and requirements are followed to prevent any retail violations null and void. (5 points)
9. The applicant elaborated on its capacity to make certain that compliance check and follow-up documentation is completed and securely housed for tracking and calculation purposes at the conclusion of compliance checks for the fiscal year. (5 points)

Criterion C – Fiscal and Financial Management (Total of 5 Points)

1. The applicant described how it would provide sound fiscal management for the project that covers personnel, fringe, direct and indirect costs and included experience in managing other grant funds. The applicant also provided a summary of the fiscal and financial management systems currently in place that will support the Synar Program. (5 points)

Criterion D – Program Reporting (Total of 5 Points)

1. The applicant discussed the protocol for submission of required monthly progress reports. (5 points)

Criterion E – Budget and Budget Narrative (Total of 5 points)

1. The applicant completed the line-item budget for personnel and fringe benefits (include full-time equivalents), travel and transportation, supplies, other direct costs (stipends), and indirect costs. (5 points)

Section XI: SELECTION PROCESS

Applications will be scored according to the evaluation criteria listed above. The results of the evaluation for each application submitted will be classified into one of four categories below:

Ranking Classification	Point Range
Most Qualified	95 – 100
Very Qualified	80 – 94
Qualified	70 – 79
Minimally Qualified	69 and below

When the applications are received, a panel of independent reviewers identified by DBH will review the applications and rank the responses based upon the information submitted using the criteria in this RFA. The individual scores of the review panel will be averaged and assigned a classification equivalent to the point range of the averaged scores. The sub-grantee will be selected from applicant's who receive a score in the "Most Qualified" point range category. If no applications are ranked in the "Most Qualified" category, DBH may select from the "Very Qualified" and "Qualified" categories.

Section XII: AUDITS AND DISALLOWANCES

The DBH may conduct fiscal and or program audits of sub-grantees either directly or by an independent auditor. The sub-grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The sub-grantee shall cooperate fully and promptly with any audit.

Section XIII: ATTACHMENTS TO THE RFA

<u>Attachment A</u>	Application Profile
<u>Attachment B</u>	DBH Statement of Certification
<u>Attachment C</u>	Federal Assurances
<u>Attachment D</u>	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
<u>Attachment E</u>	Certification of Applicant
<u>Attachment F</u>	Work Plan Template
<u>Attachment G</u>	Budget and Budget Narrative Justification Form

<u>Attachment H</u>	Code of Federal Regulations, re: Indirect Costs
<u>Attachment I</u>	DBH Receipt

ATTACHMENT A

**Government of the District of Columbia
Department of Behavioral Health (DBH)**

**RFA Title: District-Wide Synar Compliance Program
RFA No. RM0 SCP 030916**

Applicant Profile

APPLICANT NAME:

TYPE OF ORGANIZATION: _____ Non-Profit Organization _____ For-Profit Organization
_____ Other: _____

EIN/Federal Tax ID No.:

DUNS No.:

Contact Person:

Title:

Street Address:

City, State ZIP:

Telephone:

Fax:

Email:

Ward:

Organization Website:

Name of Authorized
Representative (Official Signatory):

Title:

Email Address:

Phone Number:

RFA Abstract (Limit 200 words)

Signature of Authorized Representative: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



Department of Behavioral Health Statement of Certification

- A. Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. Applicant/ Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. Applicant/ Grantee has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the grant making Agency, the Applicant/ Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Applicant/ Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Applicant/ Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- I. That the Applicant/ Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

- J. That the Applicant/ Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Applicant/ Grantee has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an Applicant/ Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website;
- K. That the Applicant/ Grantee has a satisfactory record of integrity and business ethics;
- L. That the Applicant/ Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- M. That the Applicant/ Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/ Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/ Grantee meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/ Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et. seq., "Criminal Background Checks for Government Services to Children."
- Q. That the Applicant/ Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/ Grantee Name

City _____ State _____ Zip Code _____
Street Address

District-Wide Synar Compliance Program Grant
Project Name

Applicant/ Grantee IRS/Vendor Number

Signature: _____
Name and Title of Authorized Representative

Date: _____

ATTACHMENT C

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



Federal Assurances

Applicant/ Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 2 CFR Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant/ Grantee assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The Grantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The Grantee to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
 - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et. seq.)
 - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et. seq.)
 - c) The Clean Air Act (Sub-grants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85 et. seq.
 - d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
 - e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
 - f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
 - g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
 - h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
 - i) Executive Order 12459 (Debarment, Suspension and Exclusion)
 - j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et. seq.)
 - k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
 - l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et. seq.)
 - m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
 - n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
 - o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et. seq.)

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/ Grantee Name

Street Address

City _____ State _____ Zip Code _____

District-Wide Synar Compliance Grant

Project Name

Applicant/ Grantee IRS/Vendor Number

Signature: _____
Name and Title of Authorized Representative

Date: _____

ATTACHMENT D

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug-Free Workplace

Applicant/ Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Grantee's should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. Debarment and Suspension, Exclusions, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

The Grantee certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public

transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- F. Ensure on an on-going basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).

3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620, the Grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
 - 7. Abide by the terms of the statement; and
 - 8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
 - 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3 (B) (8) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Behavioral Health at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each affected grant.
 - 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- (c) Making a good faith effort to continue to maintain a drug-free workplace.

11. The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

- (a) Place of Performance (Street address, city, county, state, zip code)
- (b) Drug-Free Workplace Requirements (Awardees who are Individuals)

12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
 - (1) The Grant Administrator identified in the Grant Agreement; and
 - (2) D.C. Department of Behavioral Health, 64 New York Avenue, NE. Washington, DC 20002
(Attn: Director-Department of Behavioral Health.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

Applicant/ Grantee Name

Street Address

City _____ State _____ Zip Code _____

District- Wide Synar Compliance Program Grant
Project Name

Applicant/ Grantee IRS/Vendor Number

Signature: _____ Date: _____
Name and Title of Authorized Representative

ATTACHMENT E

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding personnel and fringe benefits, travel and transportation, supplies, other direct costs (stipends) and indirect costs for the Synar Compliance Program project.

I understand that I am required to be in compliance with D.C. Municipal Code, Title 22A, Chapter 44, and D.C. tax laws to receive grant funds.

I also understand that I am required to submit receipts to DBH within thirty (30) days of receiving grant funds to verify that I have used grant funds as agreed to and authorized.

I further understand that DBH reserves the right to rescind this grant notice as necessary, that the RFA does not commit DBH to make awards and that DBH is not liable for any costs incurred by applicants in applying for grants.

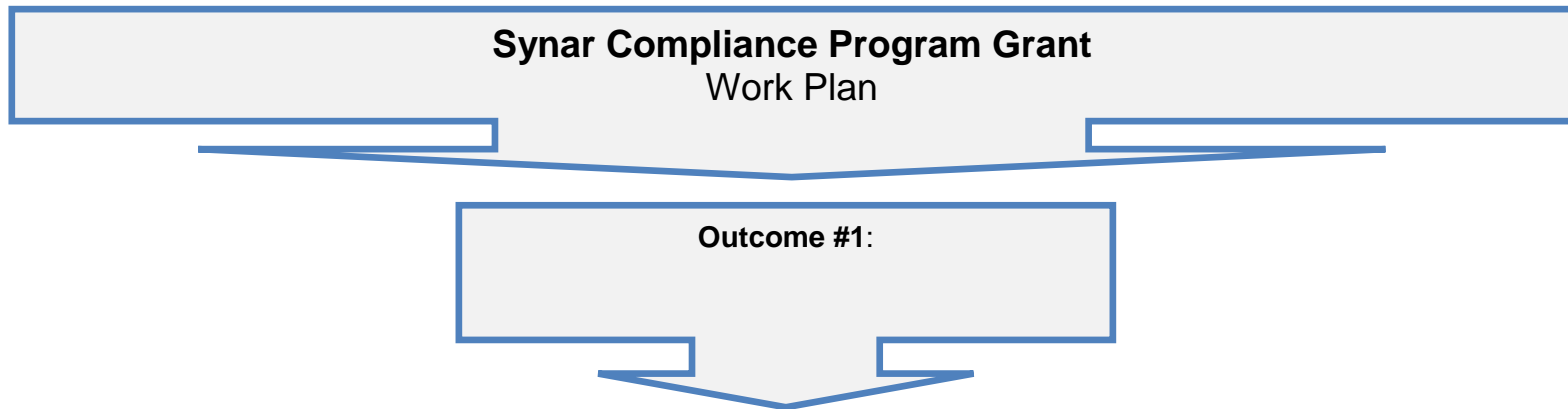
I also understand that I must sign a grant agreement at the time of the award and comply with any additional legal requirements including submission of required documents.

Authorized Agency Representative. Print name and title.

Signature

Date

ATTACHMENT F (Duplicate as needed)



<u>Activity/Milestone</u> <i>What are you going to do and who is going to do it?</i>	<u>Inputs</u> <i>What resources do you contribute?</i>	<u>Time Frame</u> <i>Start and end date during which an activity will occur.</i>	<u>Responsible Person</u>	<u>Anticipated Outcomes</u> <i>A measurable statement that can be evaluated.</i>

ATTACHMENT G

Budget and Budget Narrative Justification				
Applicant/ Grantee :				
Project: Synar Compliance Program Grant				
BUDGET CATEGORY				
<i>Personnel (Salaries & Wages)</i>	<i>Position</i>		<i>Cost</i>	<i>Narrative Justification</i>
[Employee Name]			\$ -	
[Employee Name]			\$ -	
[Employee Name]			\$ -	
Personnel Subtotal			\$ -	
<i>Fringe Benefits</i>	<i>Position</i>		<i>Cost</i>	<i>Narrative Justification</i>
[Employee Name]			\$ -	
[Employee Name]			\$ -	
[Employee Name]			\$ -	
Fringe Benefits Subtotal			\$ -	
Personnel & Fringe Benefits Total			\$ -	
<i>Direct Costs</i>			<i>Cost</i>	<i>Narrative Justification</i>
Consultants/Experts			\$ -	NOT APPLICABLE FOR THIS GRANT
Occupancy			\$ -	NOT APPLICABLE FOR THIS GRANT
Travel & Transportation			\$ -	
Supplies & Minor Equipment			\$ -	
Capital Equipment & Outlays			\$ -	NOT APPLICABLE FOR THIS GRANT
Client Costs			\$ -	NOT APPLICABLE FOR THIS GRANT
Communication			\$ -	NOT APPLICABLE FOR THIS GRANT
Other Direct Cost			\$ -	
Direct Costs Total			\$ -	
			<i>Cost</i>	<i>Narrative Justification</i>
<i>Indirect Costs</i>			\$ -	
TOTAL BUDGET			\$ -	

ATTACHMENT H

Title 45: Public Welfare, Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Subpart E – Cost Principles, Direct and Indirect (F&A) Costs

45 CFR 75.414(f)

§75.414 Indirect (F&A) costs.

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in appendix VII to part 75 (D)(1)(b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Appendix VII to Part 75—States and Local Government and Indian Tribe Indirect Cost Proposals

Appendix VII part 75 (D)(1)(b)

D. Submission and Documentation of Proposals

1. Submission of Indirect Cost Rate Proposals

b. A governmental department or agency unit that receives more than \$35 million in direct Federal funding must submit its indirect cost rate proposal to its cognizant agency for indirect costs. Other governmental department or agency must develop an indirect cost proposal in accordance with the requirements of this Part and maintain the proposal and related supporting documentation for audit. These governmental departments or agencies are not required to submit their proposals unless they are specifically requested to do so by the cognizant agency for indirect costs. Where a non-Federal entity only receives funds as a subrecipient, the pass-through entity will be responsible for negotiating and/or monitoring the subrecipient's indirect costs.

ATTACHMENT I

DBH RECEIPT

RFA Title: District-Wide Synar Compliance Program

RFA No. RM0 SCP 030916

ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE

THE DC DEPARTMENT OF BEHAVIORAL HEALTH IS IN RECEIPT OF:

CONTACT NAME

ORGANIZATION NAME

ADDRESS, CITY, STATE, ZIP CODE

PROJECT NAME

\$

BUDGET AMOUNT

DBH USE ONLY:

Please Indicate Time: _____

ORIGINAL and _____ COPIES

RECEIVED ON THIS DATE _____ / _____ /2016

Received By: _____